

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD  
OF  
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 25th day of March, 2015  
at the Water Pollution Control Center

PRESENT: Commissioner Marc R. Smith, Chairman  
Commissioner James Riester, Vice-Chairman  
Commissioner Dennis Brochey  
Commissioner Robert B. Cliffe  
Commissioner Wright H. Ellis

EXCUSED: Commissioner Lee Wallace  
Teresa Misiti, CRA Infrastructure & Engineering  
Anthony J. Nemi, Liaison, Niagara County Legislature

ALSO PRESENT: Thomas Blodgett, Administrative Director, NCSD #1  
John T. Timkey, Chief Operator, NCSD #1  
P. Andrew Vona, Attorney for District  
Robert P. Lannon, CRA Infrastructure & Engineering  
Joanne M. Teixeira, NCSD #1  
Suzanne-Marie C. Fulle, NCSD #1

Chairman Smith called the meeting to order at 3:33 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey, it was resolved that the minutes of the February 25, 2015 meeting be approved as presented. This motion was carried.

Upon motion duly made by Robert B. Cliffe and seconded by Wright H. Ellis, it was resolved that the following vouchers be paid from their respective accounts:

**FORWARDED**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Bytronics	Digging Notifications	7.60
Dig Safely	Digging Notifications	80.50
Frontier	Mapleton Rd PS	55.17
National Fuel	Plant	5,604.09

National Fuel	Shawnee Road	263.56
National Fuel	Townline Road PS	896.16
National Grid	Elec Dist - East Canal PS	676.17
National Grid	Elec Dist. - Mapleton Rd	189.96
National Grid	Elec Dist - Moyer Lift	91.16
National Grid	Plant	6,907.61
National Grid	Elec Dist - Shawnee Road	213.58
National Grid	Elec Dist. - Tonawanda Creek Road	506.64
National Grid	Elec Dist. - Townline Road	358.30
National Grid	2044 Niagara Falls Blvd (meter)	21.98
National Grid	2059 Niagara Falls Blvd (meter)	21.34
Time Warner	Internet Service	758.14
Town of Wheatfield Water	Plant	435.30
Verizon	East Canal	25.02
Verizon	Tonawanda Creek	29.39
Verizon	Plant	138.26
Verizon	Moyer Lift	25.02
Verizon	Rapids Road PS	24.98
Verizon	Shawnee Road PS	24.67
Verizon	Townline Road PS	50.04
Verizon Wireless	Cellular Phone	32.29

**TOTAL**

**\$ 17,436.93**

**TO BE PAID**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Alfa Laval	Gearbox Repair	24,944.99
Allied Waste Services #111	Recycling Service	38.52
Allied Waste Services #111	Sludge Disposal	16,862.70
Blodgett, Thomas	Travel Mileage	86.25
Buffalo Courier Services	Delivery Service to Rochester	1,104.00
Buffalo Lift Trucks	Service Forklift	79.48
City Electric	Electrical Supplies	332.55
Cole Parmer	Temperature Recorder for autoclave	483.87
CRA	February Monthly Retainer	750.00
CRA	NCSD Mapleton Rd. P.S. Rehab Project #631047	9,020.65
CRA	SPDES Permit Compliance (Project #631076)	1,375.00
CRA	2014 Roof Replacement (Project #631067)	132.00
CRA	2015 Roof Replacement (Project #631123)	6,200.00
CRA	2014 MOM Plan Update	20,000.00
Cummins Northeast LLC	Radiator Replacement and Installation at Shawnee Rd PS	4,306.37
Evoqua	Lab Grade Water	207.11
Flanders, Daniel	Travel Mileage for Training Conference	41.40

Greater Niagara Mechanical	Maintenance & Repair to heating unit in Admin Bldg.	1,019.32
Isle Chem	Lab Analysis	685.25
K & K Janitorial Service, Inc.	General Cleaning for March 2015	405.00
Lawnsmith	Lawn, Tree & Shrub Care for 2015	1,415.88
Lozier	Lab Services	350.00
M&T	Administrative Fee for Bond Payment	4,537.00
MadgeTech	Battery replacement for Madgetech Hi Temp Data Logger	58.97
McMaster-Carr	Maintenance Supplies	398.01
Modern Corporation	Dumpsters	175.27
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	155.00
Napa	Halogen Lamp/Brush	39.32
NYWEA Western Chapter	33rd Annual Greater Buffalo Environmental Conf. for A. Earsing, D. Flanders, E. Knaebe, R. Kwiatkowski	390.00
NSI Lab Solutions	Wastewater Enterococcus PT Express	222.50
Praxair	Maintenance Supplies/Weed Burner	224.50
Precision Scale & Balance	Annual Inspection & calibration of lab balances mass	310.00
Rexel	Maintenance Supplies	207.20
Service Bearing & Transmission, Inc.	Belt & Pullies for Fine Screen System	171.05
Shatzel, Christopher (Matador)	Carpet Floor Protection	119.00
Sherwin Williams	Paint Supplies	118.84
Superior Lubricants	Lithium Grease	573.60
Teixeira, Charles	Travel Mileage for training	110.90
Teledyne Instruments, Inc.	Industrial Water Sampler	2,431.20
Town of Lockport	Reimbursement of Administrative Fees	5,012.00
Uline	Maintenance Supplies	174.65
Vona, P. Andrew	Monthly Retainer-February 2015	2,500.00
WW Grainger	Connector/Batteries, Maintenance Supplies	327.59
Wendt's Propane & Oil Service	Propane	93.87

**TOTAL**

**\$ 108,190.81**

**TOTAL FORWARDED**  
**TOTAL APPROVED O&M**  
**GRAND TOTAL APPROVED**

**\$ 17,436.93**  
**108,190.81**  
**\$ 125,627.74**

This motion was carried.

Review of the February 2015 Financial Report showed an Operation and Maintenance balance of \$4,757,164.92.

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey, it was resolved that the Sewer District's February 2015 Financial Report be approved as presented. This motion was carried.

**Communications:**

There is nothing new to report this month.

**Old Business:**

There is nothing new to report this month.

**Chief Operator's Report:**

a. Treatment Plant Maintenance Building Make-up Air Unit - Mr. Timkey reported that the District had received four new quotes with the specifications to remove and replace the old Reznor unit with a new Reznor unit. The lowest quote was from John W. Danforth, Inc. at a total cost of \$15,105.00. Mr. Timkey is requesting board approval to accept the quote of John W. Danforth, Inc. to remove the non-functioning Reznor Treatment Plant Maintenance Make-up Air Unit and replace it with a new Reznor Model PDH-250 unit at a total cost of \$15,105.00.

Upon motion duly made by Robert B. Cliffe and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives board authorization to John W. Danforth, Inc. to remove the non-functioning Reznor Treatment Plant Maintenance Make-up Air Unit and replace it with a new Reznor Model PDH-250 unit at a total cost of \$15,105.00. This motion was carried.

b. Alfa Laval Centrifuge - Mr. Timkey reported that the Alfa Laval field service engineer is tentatively scheduled to reassemble the centrifuge the week of April 27th. Mr. Timkey is requesting board approval for the Alfa Laval field service engineer labor and expenses for the amount not to exceed \$5,550.00. This is an OEM Service.

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives board authorization for the Alfa Laval field service engineer, labor and expenses to reassemble the Alfa Laval centrifuge for the amount not to exceed \$5,550.00. This is an OEM Service. This motion was carried.

**Administrative Directors Report:**

a. Summer Employment - Mr. Blodgett updated the board regarding the five summer employee positions. Currently, we have two previous employees committed to return and one new application. Mr. Blodgett stated that any applicants must be 18 years old with a valid driver's license and that the hours are 6:30 a.m. - 3:00 p.m., Monday through Friday, with an hourly pay rate of \$10/hour. Blodgett stated that if any of the commissioners have anyone interested in a summer position to contact the District for an application as soon as possible.

b. Vactor Truck – As authorized at the January 2015 regular meeting, the District approved the sale of the 1989 Peabody/Myers Vactor truck in accordance with established surplus inventory procedures. After having provided written notice to each Member Town of the availability and opportunity to inspect the 1989 Peabody/Myers truck, the District received a single notice of interest and purchase offer for said truck from the Town of Lockport in the amount of \$8,000.00. Mr. Blodgett noted that the bid amount was determined to be acceptable in consideration of the age, style, and condition of said truck.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the bid from the Town of Lockport in the amount of \$8,000 for the purchase of the District's 1989 Peabody/Myers Vactor truck. This motion was carried with Commissioner Smith of the Town of Lockport abstaining from the vote.

c. Cleaning Services - Mr. Blodgett reported that we received four bids for cleaning services for the Administration Building, all bids are compliant with Niagara County prevailing wage for cleaners, as applicable. There is no current contract in place, as cleaning is treated as a monthly service contract. The lowest bid received was from Sampson Cleaning Service at a cost of \$70.00/week. Mr. Blodgett requested Board authorization to accept Sampson Cleaning Service at \$70.00/week to clean the Administration Building on a month-to-month basis, and that the cleaning will be reviewed on a regular basis to ensure work is being completed to the District's satisfaction.

Upon motion duly made by Robert B. Cliffe and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to accept Sampson Cleaning Service at \$70.00/week to clean the Administration Building on a month-to-month basis. This motion was carried with Commissioner Ellis of the Town of Cambria abstaining from the vote.

d. Cummins Northeast - Generator Planned Maintenance Renewal Agreement - Mr. Blodgett reviewed a proposal from Cummins Northeast to provide semi-annual maintenance of the emergency generators at Tonawanda Creek, East Canal, Shawnee and Rapids Road pump stations. Cummins Northeast proposes to provide said services for \$5,011.05 which is a 4.79% increase from last year. Mr. Timkey stated that this is an OEM service and that the District is satisfied with the service that they provide. Mr. Blodgett requested authorization to accept the proposal of Cummins Northeast in the amount of \$5,011.05 to provide semi-annual maintenance of the emergency generators at the Tonawanda Creek, East Canal, Shawnee and Rapids Road pump stations, as outlined in said proposal. Said agreement period April 1, 2015 until March 31, 2016.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the proposal of Cummins Northeast in the amount of \$5,011.05 to provide semi-annual maintenance of the emergency generators at the Tonawanda Creek, East Canal, Shawnee and Rapids Road pump stations, as outlined in said proposal. Said agreement period April 1, 2015 until March 31, 2016. This is an OEM Service. This motion was carried.

e. Adoption 2015 Rates - Mr. Blodgett reviewed his memo outlining the proposed 2015 rates the District would charge for monthly billed customers (showing an increase of 2% from 2014 rates). The District uses these rates to bill significant users on a monthly, quarterly, or annual basis. The 6 town average rate for 2015 would be established at \$3.824. Mr. Blodgett requested authorization for approval of said rates.

Upon motion duly made by James Riester and seconded by Robert B. Cliffe it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves of the 2015 rates to bill monthly, quarterly, and annual customers at the 6 town average as outlined in Mr. Blodgett's memorandum of March 20, 2015. This motion was carried.

f. Property Tax Freeze Credit - County Program Request - Mr. Blodgett reported that Governor Cuomo and the State Legislature enacted the Property Tax Freeze Credit (Freeze Credit) as part of the 2015 State Budget. He stated that we will be looking at the District's cost efficiency projects going back to January 1, 2012 and future projects up until the projected end date of December 31, 2018 to provide as part of the overall County Plan/Program.

g. Personnel - Mr. Blodgett recommended that the board go into executive session to discuss personnel matters. Upon motion duly made by James Riester and seconded by Robert B. Cliffe, it was resolved that the Board adjourn to executive session to discuss personnel. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Board adjourn from executive session and re-open the regular meeting. This motion was carried.

Chairman Marc R. Smith recommended the promotion of Michael Scive, from Wastewater Maintenance Person I to the title of Wastewater Maintenance Person II upon the retirement of Roy Haseley effective May 1, 2015.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Chairman Marc R. Smith's recommendation to promote Michael Scive, from Wastewater Maintenance Person I to the title of Wastewater Maintenance Person II upon the retirement of Roy Haseley effective May 1, 2015. This motion was carried.

Chairman Marc R. Smith recommended authorization for the Administrative Director to appoint Jacob Koshinski to fill the open position of Wastewater Maintenance Person I at Step 1; hourly rate of \$17.73.

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Chairman Marc R. Smith's recommendation to authorize the Administrative Director to appoint Jacob Koshinski to fill the open position of Wastewater Maintenance Person I at Step 1; hourly rate of \$17.73. This motion was carried.

Chairman Marc R. Smith recommended authorization for Thomas Blodgett, Administrative Director and Andrew Vona, the District's Attorney to draft a contract to retain Roy Haseley, the District's Wastewater Pump Station Mechanic services upon his retirement, for the month of May 2015. These services are instrumental for the transition and training of District personnel in regards to interceptor and pump station maintenance activities. These activities and procedures are extremely specific and important for maintaining uninterrupted service to District residents and businesses. The contract will be subject to Niagara County Manager approval.

Upon motion duly made by Dennis Brochey and seconded by James Riester it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Chairman Marc R. Smith's recommendation for Thomas Blodgett, Administrative Director and Andrew Vona, the District's Attorney to draft a contract to retain Roy Haseley's service upon his retirement, for the month of May 2015. The contract will be subject to the Niagara County Manager approval. This motion was carried.

**Engineering Report:**

1. General Retainer (CRA Project No. 630191)
  - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services. I&I investigation plan discussed.
  - **BOARD ACTION REQUESTED – Further discussion needed.**

Mr. Lannon reported that CRA has had preliminary meetings with District staff on I/I projects and investigations for future years. Additional meetings will further refine the approach and ideas for discussion.



2. Development of New 10-Year Capital Improvement Plan (CRA Project No. 631024)
  - Next steps, implementation of priority projects, O&M projects, and schedule for approved plan
  - BOARD ACTION REQUESTED – None
3. Mapleton Road Pump Station Improvements (CRA Project No. 631047)
  - Pump base received. Station work ongoing. Startup expected before end of March.
  - BOARD ACTION REQUESTED – None

Mr. Blodgett stated that the pumps were successfully started up yesterday, March 24th.

4. 2014 SPDES Permit Schedule of Compliance Action Items (CRA Project No. 631076)
  - Baffle installation in Clarifiers has been completed and both tanks are back in operation. Mercury Minimization Program Final Report submitted. Flow Study Work Plan was simplified and resubmitted to DEC. Work Plan was approved.
  - BOARD ACTION REQUESTED – None
5. Flow Study Implementation Project (CRA Project No. 631132)
  - Proposal for Professional Engineering Services
  - **BOARD ACTION REQUESTED – Discuss/consider authorization of proposal**

Mr. Lannon presented the State Pollutant Discharge Elimination System Permit Flow Study Implementation proposal which was requested by the Board at the February 2015 Administrative Board Meeting. Mr. Lannon said that the proposal is reflective of the NYSDEC's SPDES requirement to implement a flow study at the WPCC. The study will focus on the original WPCC basis of design; modeling including Visual Hydraulics and BioWin Model calibration; in an effort to identify the most appropriate new bypass set point for the secondary clarifiers. The proposed work will also include field observations, data analysis, and their subsequent reporting. Mr. Lannon stated that the original work was preliminarily budgeted at \$100,000. Due to recent discussions and negotiations with the NYSDEC, the extensive field study work and sampling plan originally expected was significantly reduced, therefore the final cost is now proposed at \$54,700. Mr. Lannon requested Board approval to accept CRA's State Pollutant Discharge Elimination System Permit Flow Study Implementation proposal as requested which was developed subsequent to discussions and meetings that have occurred with the NCSD and the NYSDEC regarding implementation of the District's new SPDES Permit.

Upon motion duly made by James Riester seconded by Wright H. Ellis it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves CRA's State Pollutant Discharge Elimination System Permit Flow Study Implementation proposal in the total amount of \$54,700. This motion was carried.

6. WPCC 2015 Roof Replacement Project (CRA Project No. 631123)
  - Kick-off meeting complete. Asbestos removal quotes received. Draft design complete.
  - **BOARD ACTION REQUESTED – Asbestos removal quotes attached for review.**

Mr. Lannon submitted four asbestos inspection quotes for the 2015 Roof Replacement Project. Mr. Lannon requested Board approval for the District to accept the lowest quote from Aurora Environmental LLC, West Falls, NY at the total cost not to exceed \$6,200.00 to work in concert with the District's 2015 Roof Replacement Project.

Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives Board authorization to Mr. Lannon's request for the District to accept the lowest asbestos inspection quote from Aurora Environmental LLC, West Falls, NY at the total cost of \$6,200.00 to work in concert with the District's 2015 Roof Replacement Project.

7. 2015 District I/I Project (CRA Project No. 631144)
  - Scope development complete.
  - **BOARD ACTION REQUESTED – None**

Mr. Lannon reported that the District has worked with CRA on our 2015 I/I list to identify the priority projects and associated costs. Mr. Blodgett suggested that based on our recent failure and subsequent findings through CCTV work in the adjacent area, lining the 24" asbestos pipe which crosses under Transit Road at Robinson should be the number one priority. Based on our recent manhole inspection program, several manholes were identified that are in need of rehabilitation. Next steps will be to develop individual bid packages for the work to be completed under the District's 2015 I/I Program.

8. Wet Well Ventilation Project (CRA Project No. 631139)
  - Kick-off meeting complete. Design underway.
  - **BOARD ACTION REQUESTED – None**

**Attorney's Report:**

There is nothing new to report this month.

**New Business:**

There is nothing new to report this month.

**Adjournment:**

Upon motion duly made by James Riester and seconded by Wright H. Ellis the meeting adjourned  
at 4:37 p.m.